



Vertical Bridge Job Description

Job Title:	Office Coordinator	Date:	12/4/17
Department:	Human Resources	Location:	Boca Raton
Reports To:	Senior Director, Human Resources	FLSA Status:	Non-Exempt

Summary:

The Office Coordinator is the first point of contact for the company and will provide front desk and administrative support across the organization.

Job Functions:

1. Greet visitors, determine their needs, and contact the appropriate employee for visitor escort
2. Maintain security of office by controlling access and managing a log of all visitors
3. Answer multi-line telephone system, analyze caller needs, provide front-line resolution to issues and when needed route to the appropriate employee
4. Sort and distribute incoming mail and packages. Prepare outgoing mail, including Federal Express and other overnight delivery services. Schedule drop offs and pickups as needed.
5. Manage conference room calendars and book meetings as directed
6. Coordinate with building manager to resolve maintenance and other suite related issues
7. Manage and oversee the break room to ensure the adequate inventory of food items, beverages and utensils and ensure this area is always kept organized and clean
8. Coordinate the ordering of all office supplies ensuring appropriate items are being ordered within budget
9. Ensure the receptionist area, board room and conference rooms are always organized and clean
10. Order and coordinate lunches and catering for meetings and special events
11. Provide support to Human Resources and Executive Assistants
12. Perform other administrative duties such as creating documents, filing, photocopying and other special projects

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with no travel.

Education and Experience:

1. Associates degree in Business or related field, preferred
2. Minimum 5 years of experience as a receptionist or office coordinator/administrator in a professional business environment required
3. Proficient user of MS Office suite products – Office, Word, Excel and PowerPoint
4. Bilingual in English and Spanish is a plus
5. Excellent interpersonal, verbal and written communication skills
6. Must be a motivated self-starter able to work effectively with all department with limited supervision
7. Effective in an entrepreneurial culture, working in a fast paced, high-growth environment

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